

**SULLIVAN TOWNSHIP  
REGULAR MEETING  
FEBRUARY 4, 2019**

Chairman, Glen Goff called the meeting to order with the Pledge of Allegiance to the Flag.

Trustees present: Glen Goff; Duane Jenkins;

Absent: Doug Campbell

Fiscal officer, absent

Martha Evans, present

Glen read a Thank You letter from the Black River School Board and staff.

MINUTES

Duane: Lets table these minutes until Doug is here because the mistakes that I'm seeing; I don't want to be a spokesperson for Doug. We will table all minutes.

**Trustee Goff** made a motion to pay the bills, seconded by **Trustee Jenkins**. Roll call: Jenkins, aye; and Goff, aye. Unanimous.

PUBLIC COMMENT

Brenda Kociuba- Asked about township policy that an EMS person that had their training paid for by the township must stay two years before quitting. Brenda gave Martha her keys and the last check uncashed as she didn't feel she should keep it. It seems she had been replaced.

Martha: Sometimes Rebecca just doesn't understand. I was approached today with the question, does other townships hire at the beginning of each year. I said, no but they do possibly amend pay scales.

Glen: Cass turned this in to be approved for the website. **Trustee Jenkins** made a motion to accept this and let her know she can post this. Seconded by **Trustee Goff**.

Roll call: Goff, aye; Jenkins, aye. Unanimous

Duane: Records request: I'm looking for signed minutes from October 2018 to present day that have been signed.

Martha: Rebecca asked for notes from the last meeting. Glen stated she came in late and didn't take any minutes. Duane: That poses a problem. Glen stated he would see what he had.

FISCAL OFFICER REPORT (given by Martha Evans)

- ✓ Reports: Payment of bills, fund status (\$157,735.57)
- ✓ Insurance is coming up April 1<sup>st</sup> and we need the fire chief to review the schedule of the listed vehicles for the fire department. Draw a line through the ones we no longer have; add the ones that are not listed on the bottom. Please get this back to us by the next meeting.

- ✓ Martha presented some bills to the fire chief and asked that he certify those to be paid. In the future would you sign the invoices to be paid. This tells us that you received the product and it's OK to pay. There are two (2) outstanding bills from Finley Fire; one from October and December of last year. They are to resend the bills.
- ✓ Cemetery issue. This is not the fiscal officers' job to pick the site or locate the grave on the map. The trustees need to delegate a person or a trustee to do this job. The fiscal officer accepts and files burial permit, deposits and records the check. The trustees really need to address this issue.
- ✓ Going forward, I am willing to charge \$20 per hour plus mileage; not the monthly charge to continue to train the fiscal officer. This is more economical for the township as I do not spend that much time now with her. I can answer phone calls when she has a question. Most of all I want to support her and you as a board of trustees to work together to make this township turn around from such turmoil and nitpicking. The fire department and residents must see a difference in the board of trustees and fiscal officer's motives and agendas. I am very satisfied that you have someone that is working with the fire department to show them the things that they need to do. Such as SOP's and policies.  
The chief makes out a requisition to be approved by trustees, then a purchase order is made. The chief makes sure he has the funds, when the fiscal officer signs the purchase order, that assures the trustees that the funding is in place.
- ✓ Checks were ordered via fax, but the company did not receive it. Rebecca emailed and the order is in process. We did not have enough checks for all bills today.
- ✓ The road supervisor has been given the budget of what has been set aside for the roads. I think we will be just fine.
- ✓ A budget was given to Erica and I gave one to Gene. The Fire and EMS Levy Fund can be used for both fire and EMS. The ambulance fund is sustained by the income from runs and can be used only for EMS. I feel you have good budgets and will be able to get some good training in. OTRAMA has a \$500 safety grant each year. This could be fire or roads. There are things out there for us to get. Fire & EMS levy fund has \$69,000 and Ambulance has \$62,000. I feel we will be OK but must very frugal of how we spend.
- ✓ I have one more thing for IRS to get cleaned up.

#### **FIRE**

- Took 2722 in to be repaired. It will be \$621 to fix the e-brake and having trouble with the taillights
- Monthly report presented
- Person complained about being charged \$100 for a bag of dry-all. He would like to just replace a bag. Glen asked where Ohio Billing gets that charge. Duane: they use a national average. Glen: I don't think we can do anything about that. Fire chief will explain it to him.
- We want to put a message from Fire & Rescue out on a face book page; you know the township one and the fire one. We want to make sure you as a board read it and if there is something that you disagree on. Duane: Face book page is problematic. The township has abandoned Facebook and gone to the Website. Dan agreed as well as the board of trustees to post the document on the Sullivan township website. A copy will be given to the fiscal officer.
- Volunteer application had been approved. Glen suggested we create an orientation guide of what we expect of the volunteer and how the hiring will proceed. Glen asked the chief and Gene as well as the board to read the guide over and discuss it at the next meeting.



- Glen read a list of goals for the fire department:
  1. Minutes be taken at each fire and EMS meeting and a copy provided to the fiscal officer for public record as per the Sullivan Township public records policy.
  2. Truck checks performed documented in writing and copy provided to the fiscal officer for public record as per the Sullivan Township public records policy.
  3. Personnel files updated with current and needed information.
  4. Personnel files on all fire and EMS personnel.
  5. Written mission statements of all fire and EMS personnel.
  6. Review and update the code of conduct, policies and procedure.

Duane stated we want to be in compliance with the Ohio Revised Code. Copies given to Gene and Martha.

**ROADS** - Nothing

**ZONING** -

- ❖ Signature book should be presented to us at the next regular business meeting for us to sign. The signed map has not been recorded yet. Duane stated he would make sure a certified copy goes to the zoning inspector, zoning board, and one to put on the wall. Take one to record as the official document at the county recorders office and bring back the original to Rebecca to be put in the records room or her officer.

**DUANE**

- ✚ A document was sent from the water board to sign. Duane asked Sue Fayak when she goes to the meeting to take this with you. You will want to hand carry this in. Martha certified that the document was signed in this meeting.

**GLEN** Nothing.

Duane made a statement some issues that fall under client/attorney privilege. As we stated when we first took office with Doug that important decisions, even minutes will be tabled until all three trustees are present. We never want to make a long-lasting decision without all counsel of all three trustees. So, at this time we will have to table any conversation with a legal issue or minutes.

**Trustee Goff** made a motion to adjourn at 7:47 pm, seconded by **Trustee Jenkins**. Unanimous.

*Minutes transcribed by Martha Evans via audio/video. 10-30-2019*

Approved \_\_\_\_\_

  
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 Trustee, Glen Goff

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 Trustee, Duane Jenkins

